

Facilitators Chat Sheet

September 2007



ADOT Partnering Office

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<http://www.azdot.gov/ccpartnerships/Partnering>

Call to Action	2
PEP	2
Workshop Reminders	2
ADOT Acronyms.....	2
Education and Events.....	2
Facilitator Information	3
Acknowledgements	3
ADOT in the News.....	4/5

Call to Action

In light of the Labor Day SR 89 issues arising from having lanes closed on a major highway on a 3-day weekend. The Partnering Office would like **all** facilitators to address the following questions when identifying issues at the workshops:

- Ask about special events, holidays, businesses affected and what else is happening in the traffic corridor?
- What are the environmental impacts? (Flora and fauna in the zone?)
- What Military, BLM or Forrest Service permits are needed?
- What utilities are involved? Are any of them attending the workshop? APS, Cox, Qwest, SRP, Southwest Gas, rural water companies, city water, irrigation/canals, blue stake, power poles?
- What are the community relations issues?
- Any other specific issues related to this project, corridor, surrounding area, region to be effected?
- When did this workshop occur? Before or during the project? Are all the stakeholders present?

As part of the Communication and Community Partnerships (CCP) efforts to build better community relations, the construction project stakeholders need to be informed of issues that could negatively affect the schedule.

PEP

All Facilitators are expected to have a PEP account, know how to create, print and use the Summary Reports and Comments Reports and be able to explain the benefits of using PEP on-line. Please contact Linda Peterson at 602-712-7555.

The three PEP trainings held in August were well attended and received almost perfect 4's on the evaluations forms. The entire Partnering Office, four new consultants, two District Champions, and three APFN members attended the PEP training.

Workshop Reminders

In order to be more proactive and connected with the communities, CCP wants more emphasis on community relations that may affect the project. Are there issues to be addressed at the workshop such as holidays, special events, businesses affected by road closures, Forest Service permit process, railroad permit process, environmental issues, utilities to be moved, noise factors in neighborhoods? Please **add this to your agenda or list of possible issues that you address with the project team.**

ADOT Acronyms

IGA	Intergovernmental Agreement
JPA	Joint Project Agreement
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
DDI	Detailed Design Intent
EMP	Energy Master Plan
ESI	Electronically-stored information
IR	Issue Resolution
PAC	Partnering Advisory Committee

Education and Events

Partnering Consultant Classes

The Partnering Office will offer the following classes: **Intro to Partnering** class is on **October 17, 2007**, at the Human Resource Development Center (HRDC) from 8:00 – 12:00 and is \$50.00 per person.

Conducting a Partnering Workshop class is **December 10 & 11, 2007** from 8:00 - 4:30 and is \$200.00 per person. In addition, each consultant must attend a Partnering Construction Workshop and co-facilitate a workshop.

Leaders Guide to Issue Resolution class will be on **September 28** from 8:00 - 4:30 at HRDC.

How to Make Partnering Work in the Field class is **October 10** from 8:00 – 4:30 at HRDC.

Contact Michelle Fink at 602-712- 8224 for more information and to reserve your seat.

http://www.azdot.gov/Inside_ADOT/Training/OED/map.asp

Next Facilitator Training Classes offered by ADOT at HRDC for ADOT facilitators and champions:

- Role of the Facilitator – February 5-7, 2008
- Skills of a Facilitator - March 10-14, 2008

Contact Judy Barrette: jbarrette@azdot.gov or call 602-712-4262, RSVP soon, limited seating

Next APFN meeting is **November 6, 2007**, at 10:00 – 2:00 at HRDC Palo Verde Room

Facilitator Information

The Partnering Advisory Committee (PAC) discussed the following topic: “When Should the Partnering Workshop Take Place?” What are the pros and cons of having the workshop take place 30 to 60 days into the project? The outcome decision was that it depends upon the project on a case-by-case and job by job basis. Some projects have better stakeholder attendance if held after the start of the project and the subcontractors are available. On the other hand, there are projects that have historical issues before the project begins that have to be addressed early in the process. Some of this issue resolution can take place at the Pre-con. The Issue Resolution ladder can be established at the Pre-con and the decision makers identified. Ask the Project managers to choose three dates to schedule future meetings and make sure that the stakeholders are in attendance. Some contractors will shut down the job so that their staff can attend the workshops. Add to the Pre-con agenda, issue briefing that should to be covered: **Community Relations, Utility Location, Special Events, Holidays and Traffic Corridor situations.**

Notification of Facilitator Services (NFS)

The new fiscal year started on July 1, 2007, making a change in the project codes from 07 to 08. For example, X551008X is the project code for the Intro to Partnering class. Please make this adjustment to your NFS templates for your services. Remember, no services can be provided until the NFS has been submitted and the Purchase Order has been created. We prefer that the NFS, invoice and Workshop Reports be sent electronically to the Partnering Office.

New Consultants: If you are ready to co-facilitate a workshop, please contact Ermalinda Gene or Michael Carter to schedule at 712- 8365 or 712-8957.

Events & Workshops – Subject to change

9/12 Tucson/Combs Construction Co. Inc./SR 84 at Guinn Drive/H679901C

9/13 Kingman/RE Monks Construction Co/Tompkins Canyon/H617601C

9/14 Prescott/Intermountain West Civil Constructors/Fort Verde State Park/H658901C

9/17 Phoenix District/Northern Ave to 31st Ave/Recon Inc/ H711001C

9/18 Flagstaff District/Williams-Grand Canyon-Cameron Highway (SR 64)/Beco Construction Co. Inc.
H678401C & H678301C

9/20 Flagstaff District/Vans' Trading Post-Tuba City to Coal Mine Road/ FANN Contracting/H460101C & H5572020

9/21 Phoenix District/ SR 87/Coffman Specialties Inc/H521101C/Workshop at Ft. McDowell
9/24 ADOT, FHWA Safety Group meeting
9/25 ATSPQ Quarterly Meeting
9/18 Phoenix District Visit at Red Mountain
9/26 Hopi/BIA/FHWA/ADOT/Coconino & Navajo Counties Partnership, Flagstaff District Office
10/2 Phoenix District, SR 87 Coffman Specialties, Inc, Ft. McDowell, H521101C
10/9 Yuma District, 40th St & I -8, Desert Road Builders, Inc, H577407C

Acknowledgements

The Partnering Office would like to extend our gratitude to Cynthia Douglas, the PEP Coordinator. Cynthia left state service to work in the private sector on 9/4/07. She energized the PEP program and developed a PEP training program. Good luck Cynthia and we will miss you!

ADOT in The News

Red Mountain Freeway Construction Project

September 21, 2007

McDowell Road Open to Traffic – Email to stakeholders from Brock Barnhart, Public Information Officer

McDowell Road is now open to traffic. Minor work on McDowell Road will continue at this time but will finish up shortly. Lanes may be temporarily restricted during off-peak hours to complete work but two lanes will be open in each direction at all times.

As always, we thank you for your patience and support during construction. If you have any questions or comments regarding Red Mountain Freeway Construction, please call the hotline at 602-235-2868 or contact Brock Barnhart, ADOT Communication and Community Partnership Division at 602-712-7176.

In an effort to complete the final segment of Loop 202, Red Mountain Freeway, traffic on McDowell Road was restricted from April 2007 to the agreed-upon end date of September 23, 2007. In March 2007, an open house was held to ask the community its opinion on a full closure of McDowell Road during construction. An overwhelming number of people preferred to close the road entirely to allow for the shortest duration and safest work environment.

Thank you again for your patience and support Brock

Comments from stakeholders responding to Brock's email:

Glad to have the road back, but also wish to thank you for keeping the schedule, a rare commodity these days. New road is great.

Thanks so much for keeping us up to date on the McDowell Road closure. We are excited that it is open and it looks so nice. I know there's a lot of work ahead to get the highway finished, but at least now, all the roads over it are open.

I live on N. Red Mountain in Mesa, the detour around the McDowell closure. Please pass along my congratulations to your associates. The closure could have hardly gone more smoothly thanks to you and the Mesa Police.

We live in the Ironwood Pass development across from the school and we found that traffic was pretty well controlled with the exception of beginning school hours, but due to the extra police presence, all went pretty well.

Brock thanks for keeping residents informed. When do you think the 202 from McDowell to the south will be completed (rough estimate).

Thank you for the updates, and most of all for keeping the project on schedule!

